

Clayton County Library Board of Trustees

DIRECTORS' MEETING

MINUTES OF, October 13, 2015

REGULAR MEETING, NO. 4

A regular meeting for the Board of Directors of the Clayton County Library Board of Trustees was held on Tuesday, October 13, 2015. The meeting was called to order by Brenda Morant, Chair, at 5:00 p.m. at the Clayton County Library Headquarters in the Boardroom at the Headquarters Library (865 Battle Creek Road, Jonesboro, Georgia).

PRESENT

Nine members of the Board were present:
Brenda Morant, Chair, Daniel Small, Vice Chair, LaShonda Dillard, Secretary, Brenda Rayburn, Bernell Wesley, Charlton Bivins, Gwendolyn Wiggins, Bejanae Kareem and Patricia Shepherd.

Clayton County Library Director, Rosalind Lett was also in attendance.

ABSENT

Pamela Lake (Treasurer) and Sherry Hamilton.

GUEST

None.

MINUTES APPROVED

The minutes of the July 14, 2015 meeting were discussed, but not approved.

REPORT OF THE TREASURER

Pamela Lake, Treasurer was not present.

REPORT FROM THE DIRECTOR OF THE LIBRARY

UNFINISHED BUSINESS

Building Upgrades and Repairs:

Director Lett updated the Board regarding lighting renovations recently approved for the headquarters library.

The Board was updated regarding the status of the Family Place Library project. The grant funding this project must be utilized by December 31, 2015. Ms. Lett informed the Board she submitted her request to the purchasing department timely, but is still waiting for approval.

The Family Place Library will be an area dedicated to patrons with infant age children.

College Park Branch Library:

Construction for the new library has been added to the short list of projects to be constructed. The location and planning details will be provided soon. A town hall meeting is being planned.

Request for Library Closure for Staff Training/Development Days:

Director Lett recently submitted a request to the Board of Commissioners to close the headquarters library and the (5) other branches on Monday, October 12, 2015, for staff training/development. Her request was denied due to a Vote of 2-2 (Chairman Jeffrey E. Turner and Commissioner Shana M. Rooks) were in favor of the closure. However, Commissioners Sonna Singleton Gregory and Commissioner Gail Hambrick denied the request. Commissioner Michael Edmondson was absent.

Several members of the Board have attended past staff development training and truly understand its importance of providing training sessions for staff members. As such, members of the Board will attend the October 20, 2015 Board of Commissioner's Meeting to request the Board reconsider Director Lett's request for appointed training days.

Because the October 12, 2015 (Columbus Day) date was denied, Director Lett plans to present another request for staff training/development on November 11, 2015 (Veterans Day). The request will also include yearly training/development days during the months of February (President's Day) and October (Columbus Day).

Security:

Director Lett has a meeting scheduled with Interim Chief Michael J. Register of the Clayton County Police Department to discuss increasing police officers' presence within the libraries and on the grounds.

Request to Dissolve Current Heritage Bank Library Bank Account:

Members of the Board have been in discussion for several months regarding the process required to dissolve the current bank of account held at Heritage Bank. The Board feels money in this account will better serve the library if it were utilized to fund re-establishing the library's non-profit organization.

Currently, the library does not have a non-profit organization in which it can receive monetary donations from companies/organizations.

A motion to dissolve Heritage Bank account was made by Daniel Small and seconded by Bernell Wesley. The Board voted unanimously to approve closing the current bank account and temporarily transferring all funds to the Friends of the Library's bank account. Once the non-profit

account is re-established through the Secretary of State, the funds will be transferred to the library's new bank account.

NEW BUSINESS

Appreciation Luncheon:

Director Lett stated this year's community appreciation luncheon will be held Friday, November 13, 2015 at Library Headquarters. Additional details will be provided at a later date.

Advocacy Training for Library Board Trustees:

Advocacy training sessions were recently held in Augusta and Leesburg, Georgia for library board trustees. Unfortunately, members of the Board were unable to attend. Director Lett was recently asked to host a training session for library board trustees. She will provide an update once she receives more information and/or tentative dates for the training.

COMMITTEE REPORTS

Friends of the Library ("FOL")

The next quarterly used book sale is October 23-25, 2015. The next FOL Board Meeting is Monday, November 9, 2015.

Library Foundation

Working to re-establish non-profit account.

Nomination Committee**Members: Bejannae Kareem, Pamela Lake and Patricia Shepherd**

Patricia Shepherd informed the Board she will begin the nomination process and requested board members submit names for members interested in board positions. The slate of officers will be announced at the April 12, 2016 board meeting.

Advocacy Committee**Members: Daniel Small, Charlton Bivins, and Bernell Wesley.**

Committee members plan to attend the October 20, 2015 Board of Commissioners Meeting to advocate on behalf of staff training/development day.

Daniel (Commissioner Gregory) and Patricia (Commissioner Hambrick) will contact their commissioners to discuss the importance of staff training and solicit their support in this endeavor.

This committee are planning to meet to discuss marketing initiatives. Members will provide an update in January.

Finance Committee

Members: *Brenda Rayburn, Brenda Morant, Sherry Hamilton and LaShonda Dillard.*

The Library's yearly budget was adopted June 2, 2015 by the Board of Commissioners.

Members of this committee will follow-up with Director Lett regarding her funding proposal sent to Central Services for the Family Place project. Committee members will also review and attend discussions regarding the College Park, Georgia library construction activities.

Strategic Planning Committee

Members: *Gwendolyn Wiggins, Brenda Morant, Brenda Rayburn, and Rosalind Lett.*

Gwendolyn presented an outline of the Board's objectives. The five objectives are Marketing and Visibility, Safety and Cleanliness, Learning Opportunities, Equalization of Access and Resources, and Advocacy, Partnership and Funding. This committee plans to meet later this month to continue developing ideas for the Board's strategic plan.

ADJOURNMENT A motion for adjournment was made by Charlton Bivins and seconded by Brenda Morant. The meeting was adjourned at 6:35 p.m.



LaShonda R. Dillard, Secretary



Brenda Morant, Board Chair